



# Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE  
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister  
Tel: 01348 874406  
email: [clerk@fishguardgoodwick-tc.gov.wales](mailto:clerk@fishguardgoodwick-tc.gov.wales)

**Dear Council Member,**

You are hereby summoned to attend the **Governance Committee Meeting**  
of the **Fishguard and Goodwick Town Council**,  
at **6pm on Tuesday 22<sup>nd</sup> June 2021**,  
The meeting will be held virtually via StarLeaf

Cllr. Thickitt will be in the Chair.

*Cath. Bannister* - Town Clerk

## **AGENDA:**

- 1.0 APOLOGIES: CLLR. THICKITT**  
To formally record apologies for absence and to record the attendance of Town Councillors.
- 2.0 MINUTES OF THE LAST MEETING: CLLR. THICKITT**  
To approve the minutes of the previous meeting, held on 25.5.21, as a true and accurate record of the meeting.
- 3.0 CLERKS UPDATE AND REVIEW: TOWN CLERK**  
At the meeting.
- 4.0 VIRTUAL MEETINGS POLICY/PROCEDURAL GUIDE: CLLR. THICKITT**  
The Clerk has drafted a policy that could be suitable for the Town Council. Please discuss
- 5.0 PUBLICATION SCHEME: CLLR. THICKITT**  
The Clerk has drafted a Publication scheme that needs reviewing and completing.  
Please discuss.
- 6.0 ACCESSIBILITY STATEMENT: CLLR. THICKITT**  
The Clerk has drafted an accessibility statement for inclusion on the website.  
Please discuss.
- 7.0 DISCIPLINARY AND GRIEVANCE POLICY: CLLR. THICKITT**  
The Clerk has drafted a disciplinary and grievance policy. Please discuss.
- 8.0 SCHEME OF DELEGATION: CLLR. THICKITT**  
The Clerk has drafted a scheme of delegation. Please discuss.
- 9.0 DATE OF FUTURE MEETINGS: CLLR. THICKITT**  
In the light of COVID-19, all meetings will be held virtually on the third Tuesday of each month. The start time for all meetings, will be at the discretion of the Chair.

Tuesday 20<sup>th</sup> July 2021  
Tuesday 21<sup>st</sup> September 2021  
Tuesday 19<sup>th</sup> October 2021  
Tuesday 16<sup>th</sup> November 2021  
Tuesday 14<sup>th</sup> December 2021

**10.0 URGENT MATTERS: CLLR. THICKITT**

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Chair and the Clerk will need to be advised before the start of the meeting.

***Please be advised that no resolution can be reached on non-agenda items but they can be discussed and referred to the relevant committee Agenda for further discussion, where a resolution can be passed.***